Designer's Guide for Air Force Forms

Vandenberg Air Force Base

Overview

This guide is for individuals that have been charged with the responsibility to design or revise a form. It will walk you through each step of the publishing process. Air Force Departmental Publishing Office (AFDPO) and AFSPC establish the guidance outlined below. If you have questions at any time, don't hesitate to contact us at Base Publishing Management.

This handbook is not intended to be exhaustive, nor is it intended to replace coordinating with Base Publishing Management during your project. For further guidance on Air Force publications and OPR responsibilities, see:

AFI 33-360 Volume 2, **Air Force Content Management Program—Information Management Tool** AFSPC supplement to AFI 33-360 Volume 2

Establish a form when a requirement exists to gather information on a repetitive basis.

Items not managed as forms:
- Forms used exclusively for cryptological activities.
- Forms with use of fewer than 100 per year.
- Forms used only once as part of a survey.
- Printed products without spaces for entering information.
- Formats where space required for entries cannot be predetermined and information requirements cannot be standardized unless they solicit information covered by the Privacy Act of 1974, collect information from the public, or require OMB approval.
- Certain printed items with limited blank space for insertion of specified data (e.g., tags, surveys, questionnaires, certificates, diplomas, cover sheets, etc.), unless it is advantageous to number them for control, referencing, printing, stocking, and requisitioning.

All forms must be prescribed in a directive publication to state the purpose and direct the use of the form.

New forms are published at the same time as the prescribing directive, but revisions can be processed without revisions to the publication.

Directive publications
See the Writer's Guide to Air Force Publications for Vandenberg AFB to learn more. Find it on the VEPDL or call Base Publishing Management.

Begin Project/Drafting

Contact Base Publishing Management before developing your form in order to adhere to publishing requirements, and update the status of your form. This step will save you time later.

OPRs are fully accountable and totally responsible for their forms. OPRs must ensure accuracy, currency, integrity, and good taste. Neither Base Publishing Management nor AFDPO provide editing service.

Coordination with offices that are affected by or have a technical or functional interest in the content of the publication is not required. If you decide to coordinate with any offices other than

the mandatory (final) coordinators, electronic coordination is authorized. Use an electronic DD IMT 67 AFSPC Overprint or other electronic means (eSSS, email, fax, etc). Save all paperwork related to coordination for final coordination and official record set.

*Note: Final coordination must be accomplished on a paper version of DD IMT 67 AFSPC Overprint.

New forms:
The AFSPC forms designer creates your form using PureEdge IMT design software. AFSPC subordinate units are not authorized licenses for the design software.

Create your form using any desktop software that best allows you to mirror how you want the form to look. If you have requirements that you cannot duplicate, work with Base Publishing Management to convey your requirements to AFSPC.

Do not number your form; Base Publishing Management assigns all form numbers after final coordination.

Revisions to existing forms:
Contact Base Publishing Management for a draft copy of the form if available. Determine if it is easier to mark the changes by hand or redesign the form. Print an IMT version of the form and describe the needed changes on it. If it is easier to illustrate your changes, redesign the form just as you do to make a new one.

Final Review/Editing

Before you start final coordination is a perfect time to do a thorough review of the entire document. Search for typographical errors and evaluate the convenience of the form layout.

Special Handling
See AFI 33-360 Volume 2, Para. 3.8 for information on handling classified or safeguarded forms.

Determine the distribution of the form when blank and filled in. Is it classified or require safeguarding?

If the form collects Privacy Act information, you must include a Privacy Act Statement on the form.

Final Coordination

Meet with Base Publishing Management (BPM) to begin final coordination with the mandatory coordinators. Bring with you:
❑ Final draft (paper copy for coordination package, electronic copy for BPM if applicable)
❑ Any additional coordination paperwork
❑ DD IMT 67 AFSPC Overprint with mandatory coordinators listed and your information in Block 16.

After we sign, complete mandatory coordination. We recommend hand-carrying the package.

When final coordination has concluded, return the completed DD IMT AFSPC 67 Overprint with all related coordination paperwork to BPM. It is then sent to AFSPC Forms Management for IMT design and posting.

Review Finished Product

In approximately two weeks after submitting your draft for publishing, BPM will send you a copy of the complete form for final review. You will have 5 days to respond, if no response is given within that time frame, the form is posted automatically.

Form Published

BPM will notify you as soon as your form is officially published. While BPM will help you advertise your new form by posting announcements in the Base Bulletin and VEPDL, you are responsible for notifying the target audience. Congratulations, you have successfully completed the form design process.

Please provide any feedback from your experience to Base Publishing Management. We are committed to providing the best possible services.

How to fill out a DD IMT 67 AFSPC Overprint

Use a DD IMT 67 AFSPC Overprint from:
http://www.e-publishing.af.mil/formfiles/afspc/dd67op_afspc/dd67op_afspc.xfd

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Block 1 Choose appropriate box
Block 2 New—leave blank; revision—indicate form number
Block 3 Use only if rescinding a form
Block 4 Type in the office symbol of the OPR, Vandenberg AFB, CA 93437
Block 5 Type in the following address: 30 SCS/SCBP, Bldg 6525, Rm. B-27
               Vandenberg AFB, CA 93437
Block 6 Type in the following address: AFSPC CSS/SCTIF
               150 Vandenberg St., Ste. 1105
               Peterson AFB, CO 80914-4730
Block 7 Title should be meaningful caption in 10 words or fewer
Block 8 If this is a revision, type in the information of the superseded form
Block 9 All forms must be prescribed in a directive publication; indicate publication here.
      Do not attach a copy of the publication.
Block 10 Leave blank
Block 11 Check the appropriate box for your project
Block 12 Complete each section; if requirements need to be explained, attach a separate page
Block 13 Use this space to justify the form's creation. Be brief while still providing as much
      practical information for the AFSPC designer as possible.
Block 14 Only the Privacy Act Monitor line will be used (all others can be blocked out)
Block 15 List Base Forms Manager—30 SCS/SCBP and any other offices you wish to
      include.
Block 16 Your information
Block 17 Individual is the same as the Approving Authority for the prescribing publication
Block 18 Leave blank
Block 19 Leave blank

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Section I—Form Information
Block 1 Choose appropriate box
Block 2 Briefly describe who will use the form
Block 3 Check appropriate box
Block 4 Indicate whether multiple copies are created at once or not (i.e., filled out in
      triplicate)
Block 5 Estimate how many forms would be used per month
Block 6 N/A Forms are only issued electronically. If you have special printing requirements,
      you are responsible for submitting your request to DAPS for printing <u>after</u> the form
      is officially published

Section II—Dissemination and Releasability

Block 7   If the form is to be only stocked and used or issued by the OPR, check appropriate box

Block 8   If you checked a selection in Block 7, include the appropriate office information

Block 9   Choose requested accessibility of the form (not required of S&I/U forms); if you choose restricted access, include justification on a separate page and describe how users will be able to obtain the form.

Mandatory Coordination for Form Releasability:
30 SCS/SCX (FOIA and Privacy Act): 6-7006 Bldg 12000 Rm. 123
30 SW/CCH (OPSEC and Foreign Disclosure): 6-6596, Bldg 10577, Rm. C101
30 SW/PA (Public Affairs): 6-3595, Bldg 10577, Rm. A103

Organizational Content Approval Authority:
Must be 0-5 or above (usually same as block 17, if 0-5 or higher)

Section III—Printing Specifications
Leave blank; this section is for the Forms Management Office.